



Residential Plan Requirement Checklist

This is list of general requirements for residential plans. For more specific requirements please contact the Building Permit Specialists at 791-5550.

Foundation Plan and Details Showing:

1. Size and depth of all footings
2. Stem wall and slab.
3. Reinforcing steel – size and spacing.
4. Soil bearing value. Submit engineering soil reports for foundation on fill or if calculations are for greater than 1,500 P.S.F. soil bearing.

Floor Plan Showing:

1. Names of rooms and spaces with complete dimensions.
2. Sizes and location of doors, windows and lintel or header sizes and types.
3. For additions and/or alterations to existing buildings, including mobile homes and manufactured buildings, provide, in addition to the above listed items, drawings of the existing buildings showing all pertinent items such as window sizes, doors, existing structural framing and bedrooms in all areas adjacent to the new work.

Roof and Floor Framing Plans and Details:

1. Roof material
2. Sections and details or schedules showing:
 - A. All beams, supports and structural details
 - B. Roof Construction, venting openings and materials.
 - C. Exterior walls and bearing partitions.
 - D. Fire rated walls between dwellings and garages
 - E. Indication of type and thickness of all floors.
 - F. Sizes and locations of lintel or headers.

Exterior Elevations and Materials:

Details of special construction features such as stairs, fireplaces, retaining wall, showers and sunken tubs, include the complete information on all materials.

Adequate Cross Section:

Cross section showing how the structure will be built. Example roof to wall connection, wall to foundation connections. Sizes and types of materials.

Electrical Plan Requirements:

1. Service riser diagram and which electrical power company to service applicant request.
2. Service size calculations.
3. Panel schedules and descriptions of circuits, with feeder size and calculations.
4. All outlets, smoke detectors and feeders shown on the plan with appropriate panel circuit numbers.

Additions or Alterations Electrical:

1. In addition to all listed above, existing electric service and panel locations with amp ratings.
2. New wall plugs, switches, light fixtures, smoke detectors and special outlets.

Mechanical Plan Requirements:

1. Heating unit capacity and location (for a heat pump, tonnage and KW strip, for a gas furnace, BTU demand or input, for an electric furnace, total KW).
2. Location, capacity and working space for all cooling equipment. NOTE: Access and working space must be provided for all concealed equipment.
3. Furnace combustion air and flue sizes, location and materials.
4. Circulating and return air duct and grill sizes shown in plain view, CFM capacity of ducts, grills and diffusers, include location, material and insulation of mechanical pipes and ducts.
5. Size, location and piping material of all air conditioning condensate drains.
6. Indicate methods of returning air from rooms without return air registers, ie: undercut doors.

Plumbing Plan Requirements:

1. Location, size and material of all piping, drainage waste and vent (DWV) on the foundation plan. Drainage waste, vent and water isometric are required for all multistory. Indicate types of fixtures with symbols.
2. Location and size of gas, fuel oil or LPG piping, with appliance demands.
3. Location and demand (GPM, CFH, etc.) of water meters, gas meters, fuel oil or LPG tanks. On the site plan provide a gas valve and CFH at each service location.
4. Size, location and material of water heater relief valve. Drain line must slope to point of drainage.
5. Location and size of water heater, combustion air and flue.
6. Location of all clean-outs and water shut off valves.
7. Residential water pressure.

Additions or Alterations Plumbing and Mechanical:**Water and Gas:**

1. Plan view of existing routing and size of water or gas lines to existing fixtures or appliances and point of connection to existing water or gas lines
2. BTU demand of existing gas appliances, pipe size and distance from meter.

Sewer:

Plan view of existing routing and size of building sewer and drain lines, along with point of connection to existing fixtures and points of connection.